

## AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

<b>HUMAN RESOURCES OFFICE</b> <b>KANSAS NATIONAL GUARD</b> 2722 SW TOPEKA BLVD TOPEKA, KS 66611-1287	<b>DATE</b>  09 AUG 2018	<b>ANNOUNCEMENT NO.</b>  71-2018
<b>OPEN TO</b> CURRENT MEMBERS OF THE KSANG OR THOSE ELIGIBLE TO BECOME	<b>APPLICATIONS WILL BE ACCEPTED UNTIL</b> 09 SEP 2018, 1500 HRS	
<b>MILITARY POSITION TITLE &amp; NUMBER</b> NCOIC SUSTAINMENT SERVICES #1019403	<b>MIL AFSC &amp; GRADE</b> 3F171/MSGT	<b>APPOINTMENT FACTORS</b> SEE BELOW
<b>LOCATION OF POSITION</b> 184 FSS MCCONNELL AFB, KS 67221	<b>MINIMUM RANK</b> TSGT	<b>MAXIMUM RANK</b> MSGT
<b>SELECTING SUPERVISOR</b> MSgt Marla Urban, Sustainment Services Superintendent, 316-759-7351, marla.l.urban.mil@mail.mil		

### AFSC SPECIALTY SUMMARY

Manages and directs Force Support programs, operations, and retail operations. Supervises and works in appropriated fund (APF) food service activities; lodging activities; recreation, fitness and sports programs; laundry operations; mortuary affairs programs; honor guard teams; protocol operations, missile alert facilities, and Force Support readiness programs. Operates and supervises automated information management systems. Related DoD Occupational Subgroups: 180000.

### AFSC DUTIES & RESPONSIBILITIES

Manages Force Support operations. Improves work methods and procedures to ensure economic operation and customer satisfaction. Executes customer service and support programs. Resolves customer complaints. Applies accounting principles to control resources. Determines appropriated and non-appropriated fund (NAF) budget requirements. Requisitions and accounts for subsistence, supplies, and equipment needed to support Services specific and Force Support programs. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Develops capital expenditures programs for NAF and APF facilities. Establishes equipment layout, and operation and maintenance procedures. Manages resource management for NAF and APF accounts. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Conducts personal fitness training and develops individual and group exercise regimens. Performs recreation programming. Maintains unit readiness program. Establishes and supervises bare base facilities that provide food, fitness, lodging, sports management, recreation, laundry, mortuary services, field resale operations, and protocol support to deployed personnel.

Inspects and evaluates Force Support activities. Determines effectiveness of service and retail operation programs by analyzing accomplishments with planned program standards and goals. Ensures storage facilities and procedures are in place to adequately safeguard subsistence, equipment, and supplies. Evaluates contractor performance in outsourced Sustainment Services functions.

Operates fixed, bare base, missile alert and portable food service facilities and equipment. Plans, prepares, and adjusts menus. Determines resource availability, pricing, and merchandise trends. Establishes resale merchandise prices, inventory levels, and safeguarding procedures. Maintains liaison with civilian industry to keep abreast of current trends, product development, and improved customer service techniques. Monitors lodging quarter's occupancy status, and determines and certifies non-availability of transient quarters. Explains concepts of fitness requirements. Explains and demonstrates proper conditioning procedures, weight training, and aerobic equipment techniques. Promotes physical fitness participation. Works technical mortuary functions such as supervising teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files.

### QUALIFICATIONS

1. Must have a 7 level in any AFSC.
2. Must have complete NCOA
3. Must have a minimum 8 years TAFMS
4. Applicant must meet all requirements of ANGI 36-101.
5. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
6. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
7. Military grade will not exceed the maximum authorized grade on the unit manning document.
8. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
9. Ability to speak distinctly.
10. Never been convicted by courts-martial.
11. Never been convicted and sentenced to confinement by a civilian court.
12. No record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft.
13. Experience performing or supervising food service functions or food preparation, lodging operations, managing fitness and sports programs and activities, and recreation operations and programs.
14. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECD
  - a. Must be able to lift more than 50 LBS.
  - b. ASVAB requirements: G  $\geq$  24
  - c. PULHES: 333333

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the 184 Force Support Squadron, ATTN: Full Time Manning, 52955 Jayhawk Drive Bldg. 65 Ste 106, McConnell AFB KS 67221-9000 or e-mail your applications to [usaf.ks.184-iw.mbx.ftm-full-time-manning@mail.mil](mailto:usaf.ks.184-iw.mbx.ftm-full-time-manning@mail.mil). Applications will include:

- 1. Recent Report of Individual Fitness from the Air Force Fitness Management System (AFFMS II)**
- 2. Signed NGB Form 34-1, Application for Active Guard Reserve (AGR) Position**
- 3. Record Review RIP (from vMPF)**

### NOTE:

1. *Failure to provide all the required documents will result in application being returned without further action.*
2. *Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.*
3. *If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.*

### FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact MSgt Jason McAndrews, 184 FSS/FTM, DSN: 743-7422, COMM: 316-759-7422.

### EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.